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23 July 1956

MEMORANDUM FOR: Chief, TAS

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ATTN

:

FROM

: Deputy Chief, Finance Division

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SUBJECT

: Extracts from Mr. [REDACTED]'s Report of the [REDACTED]  
Meeting, Paragraph 8

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The following comments are arranged to conform with the suggestions in paragraph 8 of the above referenced report:

- (1) The provision for snap-out one-time carbon forms is quite acceptable to this division.
- (2) The revised T/A form is designed in order that the voucher number can be shown on the T/A. Such document can be used as the source document for posting purposes thus eliminating the preparation of a covering voucher.
- (3) Finance Division does not need a copy of T/A's covering transfers between field stations. T/A forms utilized by Class B Station and forwarded in support of Class B Station accountings are actually considered by the Finance Division as merely supporting documentation to the accounting, and consideration should be given to their elimination.
- (4) The possibility of eliminating covering dispatches was recently explored, however, the proposal was denied by Headquarters RI. We have no objection to reopening the propositions.
- (5) To provide copies of travel orders with T/A's covering advances for PCS transfer would require retention of travel orders until such time as the T/A is prepared and processed by the Finance Division. It is the area division's responsibility to forward copies of travel orders to the stations which can be done at time of issue without waiting for the T/A. This subject was covered by [REDACTED] paragraph 2c(3).

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- (6) This subject was also covered by the above referenced dispatch indicating that in the case of contract agents, travel orders are not issued and that travel claims submitted by such persons must be audited under the terms of normal Agency entitlements and/or applicable contract provisions.

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